

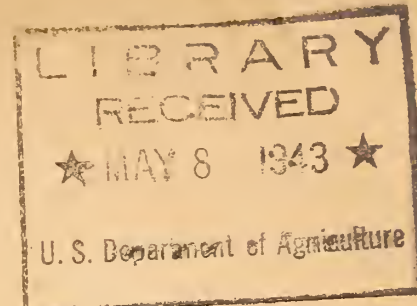
## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



1.9422  
Ci2In3

UNITED STATES DEPARTMENT OF AGRICULTURE  
U. S. FOOD DISTRIBUTION ADMINISTRATION



INFORMATION FOR SPONSORS  
OF THE SCHOOL LUNCH PROGRAM

The Food Distribution Administration, for several years, has assisted in the operation of local school lunch programs by making food available through state welfare agencies. Now, however, it is necessary for communities to assume even more of the responsibilities connected with the program. Shortages of manpower, of warehousing facilities and of trucks, tires, and gasoline have made it increasingly difficult for welfare agencies to maintain the warehousing and delivery machinery necessary to keep individual programs supplied with foods, and recently, some schools and child welfare centers in smaller communities and in outlying areas have encountered difficulty in continuing such programs.

The New School Lunch Program of the Food Distribution Administration was designed specifically to offset these wartime difficulties. Through it, sponsors will be able to buy foods themselves from their local farmers and merchants and thereby eliminate the necessity for maintaining elaborate warehousing and transportation facilities.

Experience has shown that our marketing machinery cannot always be exactly geared to seasonal and local abundances. The farmer cannot exactly forecast the size of his crop; nor can the food processor always be prepared to handle all available supplies. Furthermore, the necessities of war will continue to limit the manpower, materials and transportation facilities involved in the marketing machinery. This program is one means of solving some of these problems by increasing the consumption of seasonally-abundant agricultural products close to the area of production, thereby resulting in a more complete utilization of the foods produced by our farmers.

Operation of Program

Under the new program, the Food Distribution Administration will designate commodities that may be purchased, giving careful consideration to the availability. The sponsoring agency will buy the quantities of those commodities that are needed for their program and the Administration will reimburse the sponsoring agency for the total cost of the commodities purchased, up to a specified maximum amount, provided, of course, that prescribed conditions are adhered to by the sponsoring agency.

Inauguration of the new program is definitely restricted. Applications from schools and child welfare centers for the new program will be considered only if they fall into one of the following classifications:

- (1) Schools or child welfare centers where lunch programs are now in operation but where continuance of the program is jeopardized because of the loss of WPA or NYA help.



- (2) Schools and child welfare centers that are presently unable to obtain Food Distribution Administration commodities, because of the unavailability of the distribution outlets, or because of transportation difficulties. Schools presently receiving commodities will only be eligible to participate on a reduced indemnity basis only. Such limitations will be in effect until existing F.D.A. inventories are entirely liquidated; at which time the schools may participate on a full indemnity basis.
- (3) Schools where there is definite need for the program but where none has been operated owing to lack of funds, workers, or commodities. This will apply particularly to child-care centers in defense areas.

It is of importance to note that, in those areas where warehousing facilities are still in operation, the school lunch program will continue to operate as a direct distribution program, i.e., on a commodity basis.

#### Who May Participate

Generally speaking, any public, parochial or private school of high school grade or lower, may participate in the program, provided such schools operate on a non-profit basis. In addition, non-profit child-welfare centers, such as community centers, settlement houses, children's homes, child-aid centers, child day-care centers, playgrounds, boys' or girls' clubs, summer camps, etc., may participate, provided they fall into one of the classifications previously stated.

Any child attending or visiting participating schools or child-welfare centers may receive meals prepared in whole or in part from commodities purchased through this program.

#### Who May Sponsor the Program

Sponsors may be either Boards of Education, School Trustees, designated members thereof, child welfare centers, or service organizations such as Parent-Teacher Associations, American Legion Posts, Rotary Clubs, Kiwanis Clubs, etc.

#### Applying for the Program

Food Distribution Administration assistance should not be requested unless it is impossible for your community to do the job alone. If, however, assistance is necessary, information can be obtained from the nearest office of the Food Distribution Administration, and one of its representatives will provide an application form and any assistance required. There is attached a listing which sets forth the location of all Food Distribution Administration Offices in New York State, the name of the person in charge of that office and the territory under his jurisdiction.

When the application is approved, an agreement form will be provided which sets forth the responsibilities involved in operating the program and the maximum monthly contribution the Food Distribution Administration can make to the program. (It will not be possible to establish this maximum contribution until the application is received, since it will be based upon information in that form, primarily the number and types of meals to be served and the contribution made to the program by the sponsoring agency and the community).

The agreement form should be read carefully before signing and an explanation requested of any phase of the program which is not fully understood. Failure to fulfill the incurred obligation will result in termination of the agreement.

After the agreement has been approved by the Food Distribution Administration, instructions will be sent concerning when purchases may begin and which commodities may be purchased under the program. Subsequent commodity lists (School Lunch Foods Lists) will be sent as issued.

#### Planning and Operating the Program

In planning this program the first step should be to take stock of space, equipment and food resources. The next step is to determine the type of lunch that can be served. The aim should be a complete or Type A lunch as described below:

Type A. This includes milk, at least one-half pint, for drinking, in cooked dishes, or both; two vegetables, or one vegetable and one fruit; a serving of either meat, fish, eggs, cheese, peas or beans; whole wheat or enriched flour or cereal in bread or other form; butter or margarine fortified with Vitamin A. If dessert is served it should be just a simple sweet to "top" the meal, such as fruit or cookies.

The term "complete" lunch refers to the adequacy of the meal to meet recognized nutrition standards rather than to the number of courses or methods of food preparation and serving. With careful menu planning, it is possible to satisfactorily fulfill the nutritional requirements of the Type A lunch with no more equipment and little more labor than is necessary to meet the requirements of the Type B lunch. This can be done by the selection of main dishes which combine the protein requirement with one or more vegetables, supplemented by an appropriate assortment of raw vegetables and fruit, bread and butter or fortified margarine, and milk.

If it is not feasible to provide a Type A lunch then the program may be operated in one of the following ways:-

Type B. A lunch consisting of one hot dish such as soup, stew, or casserole dish; one-half pint of milk; and bread.

MAY 8 1943



- Type C.        A lunch consisting of cold foods such as a sandwich; fruit or a salad; and one-half pint of milk.
- Type D.        A lunch consisting of one-half pint of milk and fresh or canned fruit.
- Type E.        A supplementary feeding consisting of food served at other than regular mealtimes, such as fruit, hot cereal, or a sandwich served on arrival at school, at recess, or at the end of the school day.
- Type F.        Other, such as breakfast or supper.

The indemnity for the above listed meals is the following:

Type of Lunch	For Full Indemnity Programs (1) (per meal)	For Reduced Indemnity Programs (2) (per meal)
A	07	05
B	05	03
C	05	03
D	02	00
E	03	01
F	02-5. <u>13</u>	01-3 <u>13</u>

(1)        The program may be installed on a full indemnity basis in any schools, child-centers, etc., wherein (1) FDA commodities, distributed directly, are not now available to schools, or where (2) definite arrangements have been made by local welfare departments to close their warehouses, provided that only insignificant quantities of commodities are available during the period inventories are being liquidated.

(2)        Reduced Indemnity Programs are those which operate in areas where although warehousing facilities are still available, the supply of commodities is very limited making it necessary for the Food Distribution Administration to make a cash donation in order that the Program operates properly.

13        Depending upon content of proposed meal.

It is of importance to mention that the amount of indemnity to be paid will be the cost of the designated commodities purchased by the sponsoring agency, provided, however, that this cost shall not exceed a monthly maximum amount to be set by the local FDA representative.

It is necessary to stress that a sponsor must utilize the commodities available in the local warehouse and no reimbursement will be made for the purchase of items which can be procured from said warehouse.

One of the most important objectives of this program is to encourage utilization of foodstuffs within the area where they are produced. To do this, commodities produced nearby should be purchased when that is at all possible. For example, if the farmers in the community raise a plentiful supply of apples or potatoes, etc., these should be bought in preference to commodities shipped in from some other area or in preference to similar commodities not in abundance. Not only will such purchases increase the income of the farmers in the community, but it will take some of the load off the already overworked transportation system. Furthermore, these purchases can usually be made at considerably lower prices and the available money will go farther and enable even better lunches to be served to the children. Therefore, when planning purchases, remember to buy from local farmers or farmers cooperatives whenever possible. If there are no cooperatives, it is suggested that the county Agricultural agent be consulted for his advise about commodities in abundance and where they may be obtained.

#### Reports

The number and content of reports have been reduced to the barest minimum necessary for efficient operation, only two reports required regularly. Complete information and instructions for the filing of these reports will be issued at the time the agreement has been executed by the sponsoring agent and the Food Distribution Administration.

In as much as the type of commodity to be purchased under this Program is dependent upon local conditions, a list setting forth the designated commodities will be made available to sponsors at the time the agreement has been executed.

#### Point Rationing - Its Effect Upon School Lunch Programs

The receipt of certain food items being rationed by the OPA is governed by the regulations of said Administration. In this respect a certificate must be obtained by each sponsor from the local War Price and Rationing Board before any commodities can be delivered or any purchases made for the School Lunch Program.





FOOD DISTRIBUTION ADMINISTRATION OFFICES  
(NEW YORK STATE)  
ACTING STATE SUPERVISOR  
Thomas P. O'Hearn

Food Distribution Administration  
Room 1305 - 150 Broadway  
New York, New York

Telephone: Rector 2-4720

AREA SUPERVISORS

COUNTIES

Fred Lester  
Food Distribution Administration  
906 Morgan Building  
Buffalo, New York  
  
Phone: Washington 5244

Cattaraugus  
Chautauqua  
Erie  
Niagara  
Wyoming

.....  
T. Franklyn Slater  
Food Distribution Administration  
109 Federal Building  
Rochester New York  
  
Phone: Main 5564

Allegheny  
Genesee  
Livingston  
Monroe  
Ontario

Orleans  
Seneca  
Steuben  
Wayne  
Yates

.....  
Charles W. Brinkerhoff  
Food Distribution Administration  
310 Federal Building  
Utica, New York  
  
Phone: 2-0617

Cayuga  
Herkimer  
Jefferson  
Lewis  
Madison  
Oneida  
Onondaga  
Oswego  
St. Lawrence

Broome  
Chemung  
Chenango  
Cortland  
Delaware  
Otsego  
Schuyler  
Tioga  
Tompkins

.....  
Leo F. Powers  
Food Distribution Administration  
418 National Savings Bank Building  
Albany, New York  
  
Phone: 5-4571

Albany  
Clinton  
Columbia  
Essex  
Franklin  
Greene  
Fulton  
Hamilton

Montgomery  
Rensselaer  
Schenectady  
Saratoga  
Schoharie  
Warren  
Washington

.....  
John F. Conaboy  
Food Distribution Administration  
150 Broadway  
New York, New York  
  
Phone: Rector 2-4720

New York City  
Westchester  
Dutchess  
Orange  
Putnam

Rockland  
Nassau  
Suffolk  
Sullivan  
Ulster

